

STATE OF CALIFORNIA
**INDIVIDUAL LICENSE/CERTIFICATE
RENEWAL APPLICATION**

PR-PML-141 (REV. 9/04)
Page 1 of 2

DEPARTMENT OF PESTICIDE REGULATION
PEST MANAGEMENT AND LICENSING BRANCH
LICENSING AND CERTIFICATION PROGRAM
1001 I STREET
SACRAMENTO, CALIFORNIA 95814-2828
(916) 445-4038
FAX - (916) 445-4033
Web site: <http://www.cdpr.ca.gov/>

The mailing address you indicate on this application is your address of record for your license/certificate. Therefore, it is public information. You may wish to use a post office box in lieu of the physical address as an address of record.

☐ Name Change ☐ Address Change

Name: _____

Address: _____

City, State, Zip: _____

SSN (OPTIONAL): _____

IMPORTANT- PLEASE READ
COMPLETE ALL INFORMATION
CONTINUING EDUCATION HOURS MUST BE OBTAINED BY 12/31 OF THE LICENSE/CERTIFICATE EXPIRATION YEAR

Continuing Education. Enter the total CE hours submitted in the space provided below.

License/Certificate Number, Type and Category(ies)	Check to Renew	Continuing Education Hours				Renewal Fees	Add Late Fees If	Total Fees Paid
		Laws	Aerial	Other	Total CE Hours	Post-marked on or before 12/31	Post-marked after 12/31	Indicate total amount paid
Enter Total CE and fees submitted								

Medical Certificate Card. Apprentice and Journeyman Pilots only. See Page 2 for requirements.

Fees. See Page 2 (instructions) to determine fees based on your license or certificate type and payment methods. **ALL FEES ARE NON-TRANSFERABLE AND NON-REFUNDABLE.**

I declare under penalty of perjury, under laws of the State of California, that the above information is true and correct.

SIGNATURE

DATE SIGNED

FOR OFFICIAL USE ONLY

IMPRINT

PROBLEM

RENEWED

DATA ENTRY

RC

Instructions on reverse

INDIVIDUAL LICENSE/CERTIFICATE RENEWAL APPLICATION INSTRUCTIONS

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RENEWAL TIME LINE

Renewal time lines have been established to help determine when you may expect to receive your license or certificate based on the date your renewal application is received by the Licensing and Certification Program. Renewal time lines are posted on the Department of Pesticide Regulation's (DPR's) web site.

CHECK LIST: This list will help ensure that your renewal application is completed in full prior to mailing.

- ☐ **Change of Name/Address.** 3CCR Section 6508 requires all license/ certificate holders to notify DPR immediately of any business name or address change. Submit required documentation for a name change. Indicate any corrections that appear on the renewal form in the space provided.
- ☐ **Social Security Number (Optional).** DPR requests your Social Security Number (SSN) as an alternate method of applicant identification. Your SSN is not public information and will not appear on any publication. Providing your SSN is strictly voluntary in accordance with the Federal Privacy Act of 1974 (PL93-79).
- ☐ **License(s)/Certificate(s) to be renewed.** Check or list all license(s) and/or certificate(s) to be renewed.
- ☐ **Submit a record of the total continuing education (CE) hours.** The CE hours must be DPR approved and obtained during the valid period of your license/certificate. The specific CE hour requirements are only minimums. They may be exceeded, however, they cannot be carried over to your next renewal period. You must meet the minimum CE requirements for "Laws" and "Aerial" if required; extra hours in "Laws" and/or "Aerial" may count as "other". If renewing multiple licenses/certificates, you must obtain sufficient CE hours to meet the license/certificate with the highest CE requirements; you do not have to obtain the "total" of CE hours for each license/certificate. Complete and submit the Continuing Education Record Renewal Summary or a similar form.
- ☐ **Medical Certificate Card (Apprentice and Journeyman Pilots Only).** Submit a copy of your valid medical certificate card issued by the Federal Aviation Administration. DPR requires this information to determine compliance with Food and Agricultural Code Section 11901.
- ☐ **Fees.** All fees are non-transferable and non-refundable. Fees must be paid for each license/certificate as totaled on the renewal form. A late penalty fee of fifty percent (50%) of the total renewal fee will be assessed for each license and/or certificate **postmarked after December 31.**

License Renewal (2 Year) and Late Penalty Fees

License Type	Fee	Late Fee	License Type	Fee	Late Fee
Agricultural Pest Control Adviser	\$140.00	\$70.00	Qualified Applicator Certificate	\$60.00	\$30.00
Qualified Applicator License	\$120.00	\$60.00	Dealer/Designated Agent License	\$50.00	\$25.00
Apprentice Pilot Certificate	\$90.00	\$45.00	Journeyman Pilot Certificate	\$90.00	\$45.00

- ☐ **Declaration/Signature.** Sign and date the renewal application.
- ☐ **Payment.** Enclose a check, money order or credit card payment payable to "Cashier, Department of Pesticide Regulation".
- ☐ **Mail.** Send payment, completed renewal application form, and all required documentation including the list of CE hours (classes) in the enclosed envelope to: Cashier, Department of Pesticide Regulation, P.O. Box 4015, Sacramento, California 95812-4015.

Questions? Your name and license/certificate number will be posted to DPR's web site as soon as your application is approved and logged into the database. Our web site address is <http://www.cdpr.ca.gov/docs/license/currlic.htm>. For other questions about your application, please contact the Licensing and Certification Program at (916) 445-4038.

Failure to complete or provide the requested information may delay the processing of your application.

What You Need to Know to Renew Your Individual License or Certificate

What are some of the common problems associated with individual license/ certificate renewal applications received by the Department of Pesticide Regulation (DPR)?

Some of the most common problems associated with individual license/certificate renewal applications include: no fees or the wrong amount is submitted; no signature; and insufficient CE hours.

How long after expiration of my license/certificate will I be able to renew as long as I meet the requirements?

You have 12 months after your license/certificate expires to renew as long as you meet all of the basic requirements and submit the late fee(s).

What is the procedure for notifying DPR of a name change or address change?

To notify DPR of a name or address change, fill out and send in form (PR-PML-002). The form is available on our website. During renewal, name and address changes can be made on the renewal application. In the case of a name change, other documents may be needed. Please consult with DPR.

Does DPR post the names of valid licensees and certificate holders on the website?

Yes. DPR posts the names of people holding valid DPR licenses/certificates on the website.

Does DPR track continuing education hours for licensees and certificate holders?

No. DPR does not track continuing education (CE) hours for DPR licensees or certificate holders. It is the applicant's responsibility to keep track of his/her CE hours. DPR has approved private entities such as the Continuing Education Center for Pest Management (CECPM) and the California Agricultural Aircraft Association (CAAA) that track CE hours for their members.

Does Continuing Education Center for Pest Management (CECPM) or California Agricultural Aircraft Association (CAAA) send my continuing education hours to DPR?

No. Neither CECPM nor CAAA sends your CE hours to DPR. You are responsible for sending DPR your CE hours.

Why do I have to sign my renewal application form?

By law, the application must be signed in order to validate the information submitted.

Can I renew my license or certificate if I don't meet the minimum CE hours for "Laws and Regulations", but have more hours than required for the "other"?

No. You cannot renew your license/certificate if you do not meet the minimum requirements for CE hours for "Laws and Regulations", even if you have more hours than required for the "other".

Can my excess CE hours for "Laws and Regulations" be used to meet the "other" CE requirements?

Yes. Excess CE hours for "Laws and Regulations" can be used to meet the "other" CE requirements.

If my license or certificate expires and I renew late, do I still have to meet the CE requirements for the two-year license or certificate?

Yes. If your license/certificate expires and you renew late, you still have to meet the CE requirements for the two-year license/certificate. There is no pro-rating of the CE requirement.

What You Need to Know to Renew Your Individual License or Certificate

Is the sponsor required to provide me with a certificate or other proof of completing a CE course?

Yes. The sponsor is required to provide you with a certificate or other proof of CE course completion.

If I renew late, when do I need to start earning CE for the next 2 years?

You can start earning CE hours from the date you obtain a valid license/certificate from DPR.

Does DPR audit CE hour summaries submitted for renewal of licenses/certificates?

Yes. DPR audits CE hour summaries submitted for renewal of licenses/certificates.

If I submit my renewal application, fee(s), and required information to DPR, but have not received my license/certificate, can I work without the license/certificate?

No. You cannot work without a current valid license/certificate issued by DPR. This applies even if you have submitted your renewal application, fees and any other required information to DPR.

Is there a place on DPR's website that lists approved CE courses?

DPR's website shows the list of approved CE courses at www.cdpr.ca.gov/docs/license/conted.htm

If I possess only category "Q" – Maintenance Gardener as a Qualified Applicator License/Certificate holder, how many CE hours are required for renewal?

Eight (8) hours of DPR approved CE (including 2 hours of "Laws and Regulations") are required for renewal.

If I am a first-time renewal applicant, do I have to meet the same CE requirements as those who have been licensed or certified for two years?

If you are a first-time renewal applicant and your license/certificate has been valid (issued) for:

- less than 12 months - no CE hours are required
- 12 to 20 months - one-half of the CE hours are required
- 21 to 24 months - the full CE hours are required

Can I earn CE hours if I attend a CE course that is not approved by DPR?

No. You cannot earn CE hours for attending a CE course that is not approved by DPR.

Can I carry over CE hours to my next renewal period?

No. You cannot carry over CE hours to your next renewal period.

Can I renew my license/certificate if it has been expired for more than 12 months?

No. You cannot renew your license/certificate if it has been expired for more than 12 months. You will have to re-exam unless you can document that you were serving in the military (active duty) or had a medical or catastrophic exception.

Is there an extension period to obtain the required CE hours after the expiration of the license/certificate?

No. There is no extension period to obtain the required CE hours after your license/certificate expires. The only exceptions are documentation that you were serving in the military (active duty) or had a medical or catastrophic situation.

For more information, go to www.cdpr.ca.gov and click on the Licensing quick link.

VISA / MASTERCARD TRANSACTION



INSTRUCTIONS:

1. For conducting transactions using VISA or MasterCard only. No other cards are accepted.
2. Complete **ALL** cardholder information.
3. If you have any questions, please call the Licensing and Certification Program at (916) 445-4038.
4. Mail your completed application with this form to the appropriate address below:

Licensees:

ATTN: Cashier
Department of Pesticide Regulation
P.O. Box 4015
Sacramento, CA 95812-4015

Continuing Education Sponsors:

Cashier
ATTN: CE
Department of Pesticide Regulation
P.O. Box 4015
Sacramento, CA 95812-4015

5. **DO NOT FAX** this form to DPR

NAME OF CARDHOLDER (NAME APPEARING ON THE BANK CARD)												CHECK ONE <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard		TODAY'S DATE			
BANK CARD NUMBER (16 DIGITS)																BANK CARD EXPIRATION DATE	TOTAL AMOUNT OF PAYMENT \$.
																	TELEPHONE NUMBER ()

SIGNATURE OF CARDHOLDER (NAME APPEARING ON THE BANK CARD)

FOR PAYMENT OF:

NAME OF LICENSEE OR SPONSOR

MAILING ADDRESS (Street or P.O. Box Number)

(City, State, and ZIP Code)

(DEPARTMENT USE ONLY) - ENTERED ON POS BY:	TODAY'S DATE	DATE MAILED	BY
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Licensed Pest Control Individuals



RENEWAL REMINDERS

If your last name starts with:

A thru L, you renew in even-numbered years (2006, 2008, 2010, 2012 etc.)

If your last name starts with:

M thru Z, you renew in odd-numbered years (2007, 2009, 2011, 2013 etc.)

DPR mails renewal forms in early September. If there are no problems with the forms and documentation you mail us, the turnaround is about a month and a half.

RENEWAL DOCUMENTS RECEIVED BY DPR

NEW LICENSE MAILED BACK TO YOU BY DPR

September 15

October 15

September 30

October 30

October 30

November 30

November 30

December 30

AVOID LATE FEES

Renew early. You pay a penalty of 50% of the **total renewal fee** if you submit your renewal after December 31.



California Department of Pesticide Regulation
Licensing and Certification
www.cdpr.ca.gov 916-445-4038

Licensed Pest Control Individuals

Be ready to renew

- For QAC, QAL, AA, JP and AP--get your required continuing education (CE) hours before December 31. Don't wait until the last minute. (DA are **not** required to get CE hours.)
- CE courses and seminars must be DPR-approved. See a list on our Website at www.cdpr.ca.gov, click on "Licensing."

Get the renewal packet

- DPR mails out renewal packets in early September. If you do not receive it, please contact us at 916-445-4038 or download the packet from our Website at www.cdpr.ca.gov, click on "Licensing."
- Complete CE summary record form or submit CECPM (PAPA & CAPCA)/CAAA original printout.
- Complete, sign and date all the renewal forms and include any required documentation. Mail with proper fees to Cashier, MS 4A Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015.

Late renewal

- If you meet all the CE hours required for renewal but your package to us is postmarked after December 31, add late penalty fee of 50% of the total renewal fee.

Examination

- Examinations must be retaken if you do not meet CE hours requirements by the expiration date printed on your card and you wish to continue.
- Submit an application for a NEW license/certificate with required fees.

Address change

- Notify DPR immediately in writing of address change.

Go to DPR's Website ...

- ...for application forms and lists of pest control business licenses and individual licenses. Go to www.cdpr.ca.gov, click on "Licensing."

California Department of Pesticide Regulation
Licensing and Certification
www.cdpr.ca.gov 916-445-4038

INSTRUCTIONS

- For each approved course you have taken, enter following: (a) title; (b) I.D. code number; (c) location, (d) date(s) attended; and (e) hours completed. In the boxes in the lower right hand corner at the bottom of the page, enter the total number of hours you have completed for the current renewal period. If you are using a document other than this form as proof of continuing education, you do not need to return this form; however, **you must provide the same information as is required on this form.** Your continuing education document must be returned with your renewal application. If the information on this form or the document you submit is incomplete, the processing of your renewal application will be delayed.
- If you want to receive credit for a course offered by an accredited college or university, on a separate sheet of paper, include the following information: the accredited institution, the course instructor's name, the total hours you attended, a brief summary of the course topic, and a copy of your grade report or transcript listing the course or a verification of attendance signed by the instructor.
- Please do not submit application and fee unless continuing education hours have been completed. If you fail to complete the required minimum by December 31 of the expiration year because of insufficient continuing education hours, you must re-examine, but are not required to repeat the minimum qualifications (e.g. education or experience).**

APPLICANT NAME	CERTIFICATE/LICENSE TYPE	CERTIFICATE/LICENSE NUMBER
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CONTINUING EDUCATION COURSE INFORMATION

		Laws and Regulations (L)	Aerial Application and Techniques (A)	Ground Application and Techniques (G)	Other (O)	Total Course Hours (T)
1. COURSE/SEMINAR/CONFERENCE TITLE	I.D. CODE NUMBER	(L)	(A)	(G)	(O)	(T)
LOCATION (City and State)	DATE(S) ATTENDED					
2. COURSE/SEMINAR/CONFERENCE TITLE	I.D. CODE NUMBER	(L)	(A)	(G)	(O)	(T)
LOCATION (City and State)	DATE(S) ATTENDED					
3. COURSE/SEMINAR/CONFERENCE TITLE	I.D. CODE NUMBER	(L)	(A)	(G)	(O)	(T)
LOCATION (City and State)	DATE(S) ATTENDED					
4. COURSE/SEMINAR/CONFERENCE TITLE	I.D. CODE NUMBER	(L)	(A)	(G)	(O)	(T)
LOCATION (City and State)	DATE(S) ATTENDED					
5. COURSE/SEMINAR/CONFERENCE TITLE	I.D. CODE NUMBER	(L)	(A)	(G)	(O)	(T)
LOCATION (City and State)	DATE(S) ATTENDED					
6. COURSE/SEMINAR/CONFERENCE TITLE	I.D. CODE NUMBER	(L)	(A)	(G)	(O)	(T)
LOCATION (City and State)	DATE(S) ATTENDED					
7. COURSE/SEMINAR/CONFERENCE TITLE	I.D. CODE NUMBER	(L)	(A)	(G)	(O)	(T)
LOCATION (City and State)	DATE(S) ATTENDED					
8. COURSE/SEMINAR/CONFERENCE TITLE	I.D. CODE NUMBER	(L)	(A)	(G)	(O)	(T)
LOCATION (City and State)	DATE(S) ATTENDED					
9. COURSE/SEMINAR/CONFERENCE TITLE	I.D. CODE NUMBER	(L)	(A)	(G)	(O)	(T)
LOCATION (City and State)	DATE(S) ATTENDED					
Total Renewal Hours						

License/Certificate Renewal Information Request

Providing this information is optional

(Please complete the appropriate information below for your licenses/certificates)

A. LICENSE/CERTIFICATE HOLDER INFORMATION

Name: _____
First

Last

Home E-mail Address: _____

Home Telephone Number : _____

B. EMPLOYER/BUSINESS INFORMATION

Employer/Business Name: _____ Business Telephone Number : _____

Address: _____
City State Zip Code

C. TYPE OF EMPLOYER/BUSINESS (Please check the appropriate boxes)

- ☐ Currently inactive in pest control work.
- ☐ Work for governmental agency.
☐ City ☐ County ☐ State ☐ Federal
- ☐ Work for Special Government District.
☐ Irrigation District ☐ School District ☐ Mosquito Abatement ☐ Other: _____
- ☐ Work for a company that does its own pest control and does not offer its pest control services for hire to other persons.
- ☐ Work for or own a pest control Business (check applicable ones).
☐ Maintenance Gardener Pest Control Business ☐ Pest Control business (for hire) - Aerial
☐ Pest Control Business (for hire) - ground ☐ Manufacturing/distributing chemical company
☐ Farm management company ☐ Pesticide Dealer business
☐ Other: _____
- ☐ Independent agricultural pest control adviser

D. CLASSIFICATION OF PESTICIDES

Please indicate the classification of pesticide(s) you may recommend, use, sell or supervise the use of, by checking the appropriate box(es) below.

- ☐ Restricted Use Pesticides ☐ General Use Pesticides
☐ Both Restricted Use and General Use Pesticides ☐ Not involved with application or supervising the use of pesticides

E. COUNTY REGISTRATION INFORMATION

(Please indicate the county(ies) you will be working in by checking the appropriate box(es) below:

- | | | | | |
|--|--|---|--|---|
| <input type="checkbox"/> 1. Alameda | <input type="checkbox"/> 13. Imperial | <input type="checkbox"/> 25. Modoc | <input type="checkbox"/> 37. San Diego | <input type="checkbox"/> 49. Sonoma |
| <input type="checkbox"/> 2. Alpine | <input type="checkbox"/> 14. Inyo | <input type="checkbox"/> 26. Mono | <input type="checkbox"/> 38. San Francisco | <input type="checkbox"/> 50. Stanislaus |
| <input type="checkbox"/> 3. Amador | <input type="checkbox"/> 15. Kern | <input type="checkbox"/> 27. Monterey | <input type="checkbox"/> 39. San Joaquin | <input type="checkbox"/> 51. Sutter |
| <input type="checkbox"/> 4. Butte | <input type="checkbox"/> 16. Kings | <input type="checkbox"/> 28. Napa | <input type="checkbox"/> 40. San Luis Obispo | <input type="checkbox"/> 52. Tehama |
| <input type="checkbox"/> 5. Calaveras | <input type="checkbox"/> 17. Lake | <input type="checkbox"/> 29. Nevada | <input type="checkbox"/> 41. San Mateo | <input type="checkbox"/> 53. Trinity |
| <input type="checkbox"/> 6. Colusa | <input type="checkbox"/> 18. Lassen | <input type="checkbox"/> 30. Orange | <input type="checkbox"/> 42. Santa Barbara | <input type="checkbox"/> 54. Tulare |
| <input type="checkbox"/> 7. Contra Costa | <input type="checkbox"/> 19. Los Angeles | <input type="checkbox"/> 31. Placer | <input type="checkbox"/> 43. Santa Clara | <input type="checkbox"/> 55. Tuolumne |
| <input type="checkbox"/> 8. Del Norte | <input type="checkbox"/> 20. Madera | <input type="checkbox"/> 32. Plumas | <input type="checkbox"/> 44. Santa Cruz | <input type="checkbox"/> 56. Ventura |
| <input type="checkbox"/> 9. El Dorado | <input type="checkbox"/> 21. Marin | <input type="checkbox"/> 33. Riverside | <input type="checkbox"/> 45. Shasta | <input type="checkbox"/> 57. Yolo |
| <input type="checkbox"/> 10. Fresno | <input type="checkbox"/> 22. Mariposa | <input type="checkbox"/> 34. Sacramento | <input type="checkbox"/> 46. Sierra | <input type="checkbox"/> 58. Yuba |
| <input type="checkbox"/> 11. Glenn | <input type="checkbox"/> 23. Mendocino | <input type="checkbox"/> 35. San Benito | <input type="checkbox"/> 47. Siskiyou | |
| <input type="checkbox"/> 12. Humboldt | <input type="checkbox"/> 24. Merced | <input type="checkbox"/> 36. San Bernardino | <input type="checkbox"/> 48. Solano | |

California Environmental Protection Agency

Customer Service Survey

Our goal is to provide you with the best possible customer service. Your feedback telling us what is going well and what needs improvement is essential to our success to better serve you. We ask that you take a moment to complete the electronic customer service survey form at www.calepa.ca.gov/Customer/CSForm.asp. To assure that we receive your comments, please select “Department of Pesticide Regulation” and “Division of Pest Mgmt, Environmental Monitoring, Enforcement & Licensing” on the survey form. If you do not have access to the Internet and our electronic Customer Service Survey form, please feel free to write us at:

California Department of Pesticide Regulation
Pest Management and Licensing Branch
P.O. Box 4015
Sacramento, CA 95812-4015

Thank you for your feedback.